

ScanSoft®



PaperPort **DELUXE® 8.0**

Getting Started Guide

C O P Y R I G H T S

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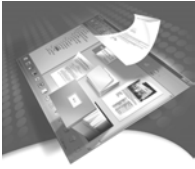
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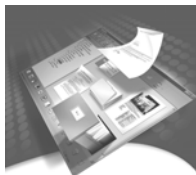


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Preface



Welcome to the PaperPort Deluxe Getting Started Guide. PaperPort is a paper management tool for home and business use that helps you manage and use scanned documents and digital photos. Designed for home and business use, it provides all the basics of desktop organization in one easy-to-learn and easy-to-use program.

From PaperPort, you can:

- ◆ Scan documents and photos to your desktop for easy access and use with your favorite programs. Simply drag and drop a file onto the program icon and PaperPort automatically converts the file to the preferred format.
- ◆ Get photos from your digital camera and then make your photos picture perfect. Image editing tools provide all the basics to enhance, crop, rotate, remove red eye and add special effects.
- ◆ View large, clear thumbnail images of your scanned documents, photos, and other files to quickly find files based on their appearance.
- ◆ Find all your documents and photos using PaperPort's powerful search tool. Using SimpleSearch™, you can search by content, keywords, or annotations. With scanned documents, PaperPort runs the OCR process to read the documents and then indexes the content to enable quick searching.
- ◆ Eliminate the need to retype documents. Simply drag a scanned document to your word processing program on PaperPort's Send To bar and PaperPort automatically turns it into editable text.
- ◆ Easily group related documents and photos as stacked pages, just as you would with papers on top of your desk.
- ◆ Add annotations, sticky notes, highlights, arrows, and stamps to your documents and photos.
- ◆ Scan and fill in forms using the FormTyper™ feature. Simply scan in a blank form and PaperPort automatically detects the form fields and lets you fill them in for a perfect form every time.
- ◆ View electronic documents such as spreadsheet documents in PaperPort even if you do not have the spreadsheet program on your computer.

- ◆ Use the Explorer-like folder system to organize all your documents and photos on your computer or on the network. You can color-code your folders and add any existing folder to PaperPort without moving it within your file system.
- ◆ Easily capture web pages on the Internet and place them as PaperPort image items (.max files) on your PaperPort desktop.

This guide introduces you to PaperPort and shows you how to get started managing your information. Additional information includes:

- ◆ **Online Help** — Comprehensive information on features, settings, and procedures. Help is available on the PaperPort Help menu.
- ◆ **Release Notes** — Important information about this release of PaperPort. It is included on the installation CD and on the PaperPort Help menu.
- ◆ **Product Support** — Additional technical support, including technical notes, frequently asked questions, software updates, and more is available on the PaperPort Help menu.

Using This Guide

This guide provides you with an overview of PaperPort and how you can use it to meet your scanning and document management needs. It also provides first-time PaperPort users with enough information to install and get started using PaperPort. It assumes you are familiar with basic Windows operations and can install and set up devices such as scanners, printers, and digital cameras.

This guide contains the following chapters:

- ◆ **Chapter 1 — Installation Instructions.** Explains how to install PaperPort on your PC.
- ◆ **Chapter 2 — Introduction.** Introduces you to PaperPort, its capabilities, and describes the various elements, such as the window panes, menu commands, and toolbars.
- ◆ **Chapter 3 — Using PaperPort.** Explains the basic steps to acquire, annotate or edit, and store and send items.
- ◆ **Chapter 4 — Sample Sessions.** Describes real-life examples of using PaperPort and includes step-by-step instructions.
- ◆ **Chapter 5 — Other Programs to Use with PaperPort.** Introduces you to other ScanSoft programs you can use with PaperPort.

Chapter 1



Installing PaperPort

This chapter provides information on installing and starting PaperPort. It presents the following topics:

- ◆ System Requirements
- ◆ Installing PaperPort

System Requirements

To install and run PaperPort, your Windows-compatible PC must be equipped with the following:

- ◆ An Intel Pentium or equivalent processor.
- ◆ Microsoft Windows 95, 98, Me, Windows NT 4.0, 2000, or Windows XP.
- ◆ 32 MB of RAM for Windows 95, 98, and Me; 64 MB is recommended.
- ◆ 64 MB of RAM for Windows NT, 2000, and XP; 128 MB is recommended.
- ◆ 80 MB of free space on your hard drive.
- ◆ SVGA monitor with 800 x 600 pixel resolution.

Installing PaperPort

The PaperPort installation program provides easy step-by-step instructions on every screen.

▼ Before you install PaperPort

1. Close all other programs, including any anti-virus programs.
2. If you are installing PaperPort on Windows NT or 2000, log onto your computer with administrator privileges.

You can install PaperPort from a CD or from the Web.

▼ To install PaperPort from a CD

1. Insert the CD into your CD-ROM drive. The installation program should start automatically. If it does not start, locate your CD-ROM drive in Windows Explorer and double-click the Setup.exe program at the top-level of the drive.
2. Follow the instructions on each screen to install the software.

▼ To install PaperPort from the Web



1. After you have purchased PaperPort and downloaded the installation program to your computer, double-click the PaperPort icon on your Windows desktop to begin the installation.
2. Follow the instructions on each screen.

Chapter 2



Introduction

This chapter introduces you to PaperPort in the following sections:

- ◆ **What is PaperPort?** — Presents an overview and explains some of the ways PaperPort can help you in both your home and office.
- ◆ **The PaperPort Desktop** — Presents the interface to the product.
- ◆ **The Page View Window** — Presents that part of the interface you use to work on individual items.
- ◆ **The Desktop Menus and Toolbars**— Presents the PaperPort commands and tools.
- ◆ **The Folder Pane** — Presents PaperPort folders, that part of the interface you use to organize and maintain your items.

What is PaperPort?

PaperPort is a document management software program. With PaperPort you can:

- ◆ Collect information from a wide variety of sources such as scanners, digital cameras, e-mail, and the Web.
- ◆ Organize and store this information on your computer as PaperPort items in folders.
- ◆ Edit, annotate, and search these items by title and content.

In short, PaperPort can help you manage the information you use both at work and at home.

Using PaperPort in the office

Here are two scenarios that show ways PaperPort can help you manage the mountains of paper connected with your business.

- ◆ Collect data from remote offices for everyone to share

You work for an agency charged with collecting legal paperwork from all across the country. Each local office scans in the paperwork from a case and stores it in an individual folder, adding notations as needed.

When information from a case needs to be shared or reviewed, the local office selects the information, then faxes it to the central office.

- ◆ Keep track of your expenses

Using PaperPort with a scanner you can scan in all your business-related receipts and store them in folders by date and/or type (meals, airfare, gas, and mileage). At the end of the month pull it all together, transfer the information onto the electronic version of your expense sheet, and e-mail it to the accounting department!

Using PaperPort at home

Everyone from hobbyists to home-office professionals can rely on PaperPort to help manage their photographs and documents. Here are two of the ways PaperPort can help you.

- ◆ Store and share all your photographs

Collect all your photographs into virtual albums by storing them in PaperPort folders. Scan printed photos and download digital images. Once in PaperPort you can edit the images and move them around into different folders for later viewing. PaperPort helps you share your photos with friends and family by making it easy to attach them to e-mail messages.

- ◆ Scan magazine and newspaper articles of interest for easy access

Whether your passion is cooking, wooden boat building, photography or knitting, PaperPort makes your life easier. Scan your favorite magazine and journal articles into a PaperPort folder. Months later, when you are in the middle of a project and remember reading an article that contained just the information you need, use PaperPort's SimpleSearch tool to find the article in question quickly, even if you can't remember the title!

The PaperPort Desktop

When you start PaperPort the Desktop appears. Figure 1 describes the various parts of the Desktop.

Menu Bar

Open menus to display commands.

Command Bar

Click the buttons to choose commands quickly.

Folders Pane

Show the organization of your PaperPort folders.

Send To Bar

Send items to other programs and people.

The Status Bar

See information about the selected item or button.

Desktop Pane with Thumbnails

View, open, arrange, move, copy, and send items in the current folder.

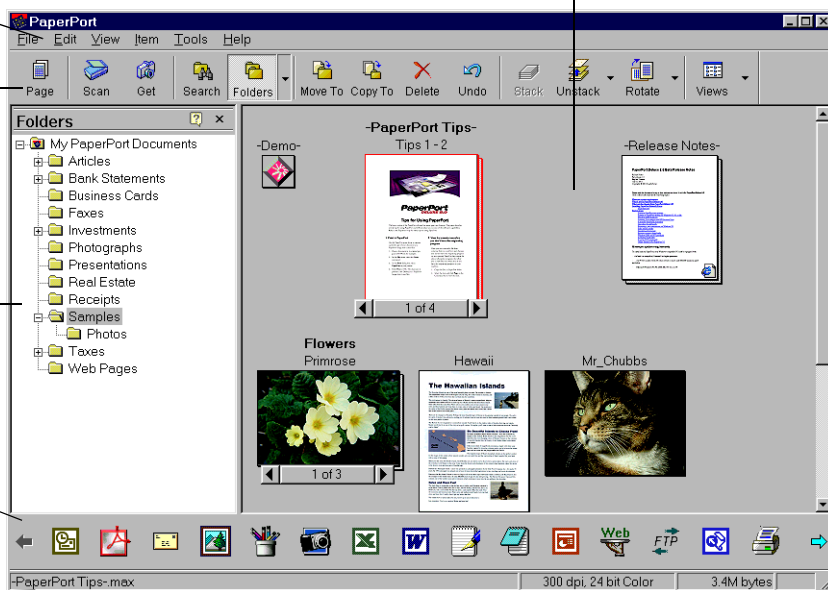


Figure 1. The PaperPort Desktop

The Page View Window

Double-click a PaperPort item thumbnail to view the item. PaperPort displays the item in the **Page View** window for viewing. You can enlarge or reduce the view for easy reading. You can also annotate and touch up images. Figure 2 shows the Page View window.

Command Bar
Choose commands quickly.

PaperPort item
Zoom to enlarge or reduce.

Image Editing Toolbar
Touch up and crop your images.

Annotation Toolbar
Add notes and other annotations to your items.

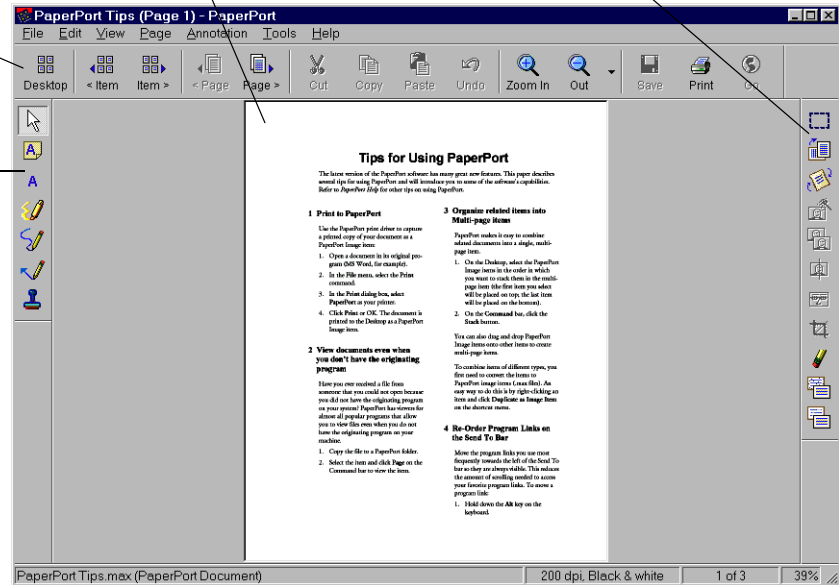


Figure 2. The Page View Window

The various documents and photographs you acquire in PaperPort are referred to as **items**. Images saved in the PaperPort format are referred to as **PaperPort image items**.

You can also use PaperPort with most other common types of documents such as word documents and spreadsheets. These documents are referred to as **text items**.

Sample items are included with PaperPort to demonstrate some of the types of items you can keep on the Desktop. One of the sample items, **PaperPort Tips**, includes current and useful information about PaperPort itself. Double-click its thumbnail to open the item in Page View and read the contents.

You can also use the Desktop to view non-PaperPort items that reside on your computer. Simply copy or move the document or photo into a PaperPort folder.

The Desktop Menus and Toolbars

Menus contain the commands you use to perform the PaperPort functions. Toolbars contain graphical “shortcuts” for those commands.

The Menus

- ◆ **The File Menu** — Commands to create, file, print, or send items.
- ◆ **The Edit Menu** — Commands to cut, copy, paste and delete selected items. You can also **Select** or **Deselect** all items in the Desktop or **Undo** your last edit.
- ◆ **The View Menu** — Commands to change how items and parts of your Desktop are displayed.
- ◆ **The Item Menu** — Commands to manipulate items.
- ◆ **The Tools Menu** — Commands to search for items, add or remove PaperPort folders, and customize PaperPort.
- ◆ **The Help Menu** — Commands that give you access to information about PaperPort.

The Toolbars

- ◆ **The Command Bar** — Contains shortcuts and drop-down lists for the most commonly-used commands. Additional information about each command appears in the **Status bar** at the bottom of the Desktop when you place your cursor over the button.

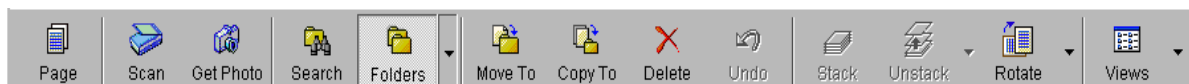


Figure 3. The Command Bar

- ◆ **The Send To Bar** — Runs along the bottom of the Desktop and shows programs you can send items to.

You can send an item to another program by dragging and dropping the item onto the desired program’s icon.

A brief description of each tool appears in the **Status bar** along the bottom of your pane when you place your cursor over an icon.

- ◆ **The Annotation Tools** — Tools to add a note, add or highlight text, draw lines and arrows, or paste a picture into PaperPort image items.

A brief description of each tool appears in the **Status bar** along the bottom of your pane when you place your cursor over an icon.

The Folders Pane

The **Folders Pane** presents a hierarchical view of your PaperPort folders, like the view you see in Windows Explorer. When you open PaperPort for the first time, you will not have any of your own items yet, of course, but PaperPort does come with samples to help you get started.

PaperPort adds the **My PaperPort Documents** to your Windows **My Documents** folder. The **My PaperPort Documents** folder includes sample folders and items, including the **Samples** subfolder which is opened by default.

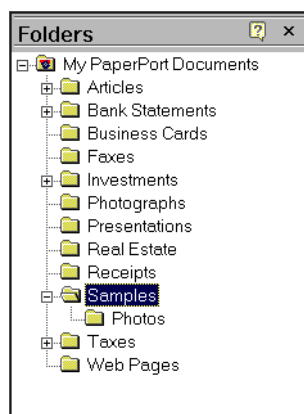
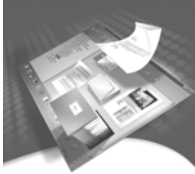


Figure 5. The Folders Pane

Note To show or hide the Folders pane, click the **Folders** button on the Command bar.

Chapter 3



Using PaperPort

This chapter introduces you to the many different things you can do with PaperPort and is organized as follows:

- ◆ Using Thumbnails
- ◆ Acquiring Items
- ◆ Filing Items
- ◆ Finding Items
- ◆ Viewing Pages
- ◆ Annotating Pages
- ◆ Touching Up Images
- ◆ Sending Items to Another Program
- ◆ Sending Items as E-mail Attachments
- ◆ Converting Images to Text
- ◆ Filling Out Scanned Forms
- ◆ Creating Web Pages
- ◆ Using ScanDirect

Note Refer to the PaperPort Help for detailed information about all these topics.

Using Thumbnails

One quick way to locate your PaperPort items is to visually browse through the thumbnails on your Desktop. Each thumbnail is a small, graphic representation of your document or photo (Figure 6).



Figure 6. PaperPort Thumbnails

PaperPort shows large, clear thumbnails of all your documents and photos.

With the exception of PaperPort image items (.max) files, each thumbnail appears with an icon that identifies the program in which it was created or is currently associated. This makes it easy and convenient to quickly see and find all different types of items on your computer.



To display thumbnails, on the **Command** bar, click the **Views** button and then click **Thumbnails**.

Before you can work with an item, you must first select its thumbnail on the Desktop. A red line appears around an item to indicate that it is selected.

While working with thumbnails, you can:

- ◆ Click a thumbnail to select it.
- ◆ Drag a thumbnail to reposition it on the Desktop.
- ◆ Drag a thumbnail to a folder to move the item to that folder.
- ◆ Double-click a thumbnail to view the item.
- ◆ Press the **Ctrl** key and double-click a thumbnail to open the item in its source program.
- ◆ Right-click a thumbnail to display the item's shortcut menu.
- ◆ Drag a thumbnail to the Send To bar to send a copy of the item to another program.

If your Desktop becomes cluttered and disorganized, you can quickly clean up or rearrange one, two, or all the items on the Desktop.

- ◆ To straighten up items, right-click the Desktop, and then, on the shortcut menu, click **Line Up Items**.
- ◆ To rearrange all items, right-click an empty area of the Desktop, and on the shortcut menu, point to **Arrange Items**. Then click **By Name**, **By Size**, **By Type**, or **By Date**.

PaperPort rearranges the thumbnails in neat rows, starting from the upper-left corner of the Desktop, sorted by the selected attribute.



If you scan an item upside down, you can rotate the item. Simply select the thumbnail, and then, on the **Command** bar, click the **Rotate** button.

Using thumbnails on the Desktop, you can also easily combine individual PaperPort image items into **multi-page items**.

This feature is useful as an organizational tool and if you are using a scanner that can only scan a page as a separate item.

To create a multi-page item, simply select a thumbnail and drag it onto another thumbnail.



Figure 7. A Multi-page Item



If you prefer, you can also select items in the order in which you want to stack them in the multi-page item and then click the **Stack** button on the **Command** bar.

The first item you select will be placed on top; the last item will be placed on the bottom.

Acquiring Items

There are many ways to bring images and pages into PaperPort so that you can use PaperPort's viewing, editing, annotation, indexing, OCR, and file management tools.

For example, you can:

- ◆ Scan photos, pages, and other images on a scanning device.
- ◆ Download photos from a digital camera.
- ◆ Add folders to PaperPort that already contain images and documents.
- ◆ Capture a snapshot of a web page.
- ◆ Import and print files from other programs on your computer.

You can also drag and drop files from other programs to the Desktop, and use Windows Explorer and other Windows tools to help manage your PaperPort items.



Scanning to the Desktop

Use the **Scan pane** to bring images and documents into PaperPort so that you can use PaperPort's features.

PaperPort is designed to work with all TWAIN- and WIA-compatible scanners.

Simply place the item you want to scan in or on the scanner, start PaperPort, and in the Folders pane, click the folder in which you want to scan your item.

On the **Command** bar, click the **Scan** button.

The Scan pane appears in the left panel, as shown in Figure 8.

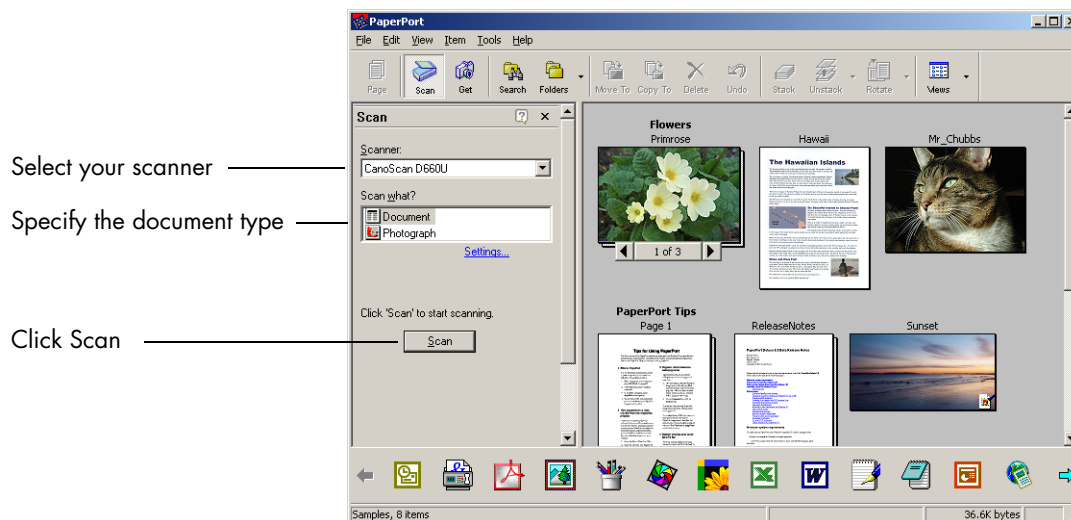


Figure 8. The Scan Pane

Use your scanner's program to scan the item. When the scan is complete, you will see your item on the Desktop.

Note If your scanner does not use a TWAIN or WIA device driver, use the program that came with your scanner to get your items into PaperPort. Refer to the PaperPort Help for more information.



Downloading pictures from your camera

To get digital photos from a camera to the Desktop, you can download your photos from a TWAIN- or WIA-compatible camera.

Install the software driver that came with your camera, connect the camera to your computer, and use the Get Photos pane to download the images to the Desktop.

Then, start the PaperPort program, and in the Folders pane, click the folder in which you want to place your photos.

Click the **Get Photos** button on the **Command** bar. The Get Photos pane appears in the left panel as shown in Figure 9.

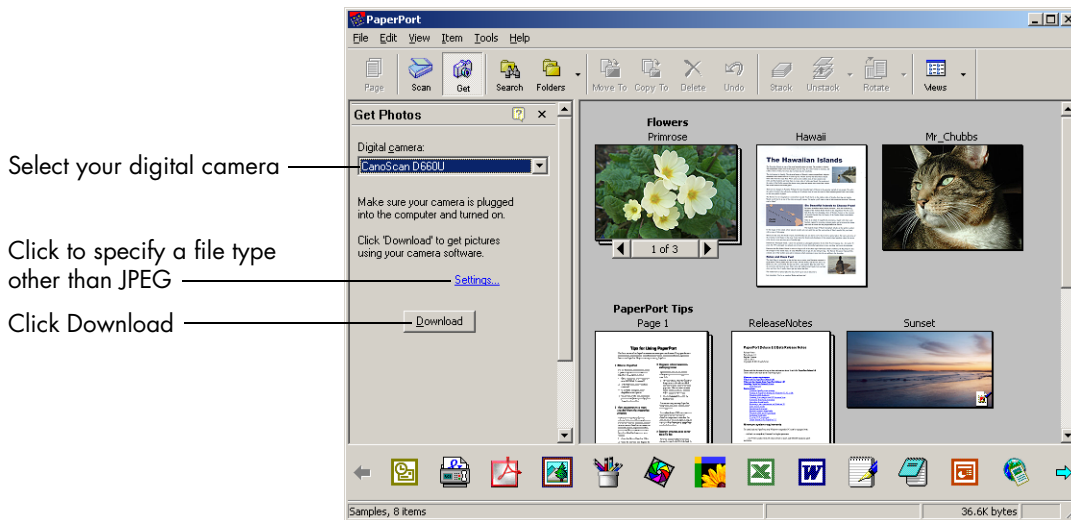


Figure 9. The Get Photos Pane

PaperPort starts the camera's software program. Use the program to copy images from the camera to your computer.

Note If your camera does not use a TWAIN or WIA device driver, use the photo download program that came with your camera to get your photos into PaperPort, or drag and drop the photos from digital storage media. Refer to the PaperPort Help for more information.



Printing to PaperPort

To bring items in from other programs, you can print them to the Desktop. PaperPort will automatically convert the files to PaperPort image items (.max files) and place them on the Desktop.

This feature lets you quickly import spreadsheets, pictures, database files, word processing files, and other files into PaperPort as image items.

Simply open the file in the source program and on the program's **File** menu, choose the command for setting up the printer. For color documents, choose the **PaperPort Color** printer; otherwise select the **PaperPort** printer.

Figure 10 shows the Print dialog box for Microsoft Word.

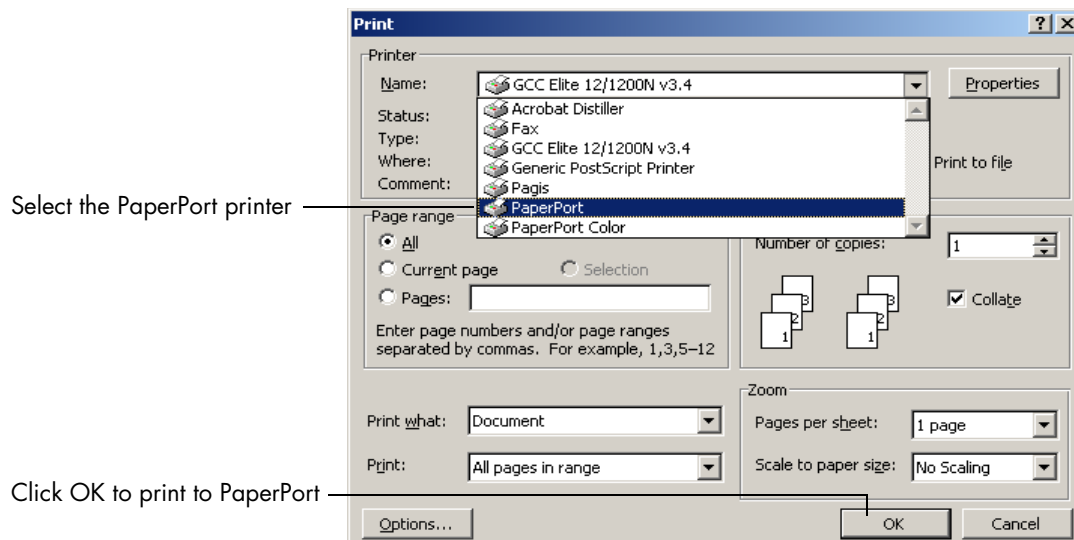


Figure 10. Selecting the PaperPort Printer

Use the source program's command to print the file to the Desktop, where it will appear as a new item on the Desktop.



Capturing web pages

You can use Web Capture to easily capture web pages on the Internet as PaperPort image items (.max files) on your Desktop.

Once you capture a web page, you can perform a variety of activities. For example, you can:

- ◆ View the page.
- ◆ Save the page for archive purposes.
- ◆ Quickly go to the actual web page on the Internet.
- ◆ Print a hard copy.
- ◆ Send the page as an e-mail attachment.
- ◆ Annotate the page.
- ◆ Update the page automatically the next time you connect to the Internet.

When you want to capture a web page, start PaperPort and select Web Capture from the Tools menu.

The Web Capture icon appears in the Windows taskbar to indicate that it is running as a background task (Figure 11).



Figure 11. The Web Capture Icon in the Taskbar

Connect to the Internet, and then display the web page you want to capture. Then, click the Web Capture icon to display the Web Capture menu (Figure 12).

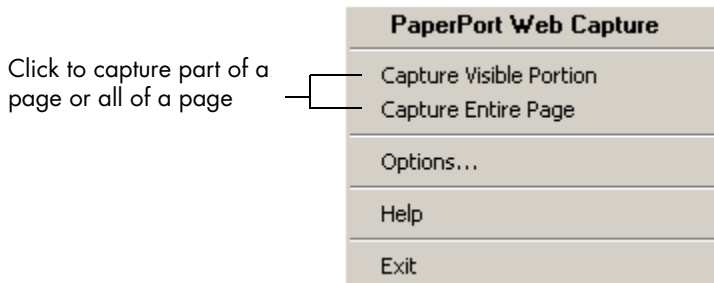


Figure 12. The Web Capture Menu



Adding PaperPort folders

PaperPort provides an easy-to-use filing system for organizing your items. Like Windows Explorer, the Folders pane shows you a hierarchical view of folders on your computer.

In the Folders pane, you can:

- ◆ Add existing folders on your computer to the Folders pane.
- ◆ Create new folders, mapped network drives, and folders on external devices attached to your computer.

Initially, the Folders pane shows a set of folders designed to help you get started using PaperPort. You can move or delete these folders whenever you prefer.

You can add folders already on your computer to the Folders pane, including network folders and folders on external devices attached to your computer.

To add a folder, right-click on the Folders pane and click **PaperPort Folders**. Use the **PaperPort Folders** (Figure 13) and the **Add Folder** (Figure 14) dialog boxes to select the folder you want to add.

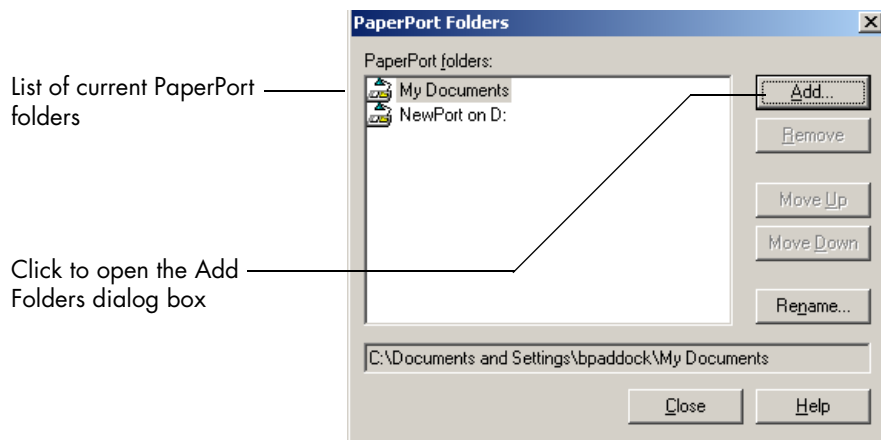


Figure 13. The PaperPort Folders Dialog Box

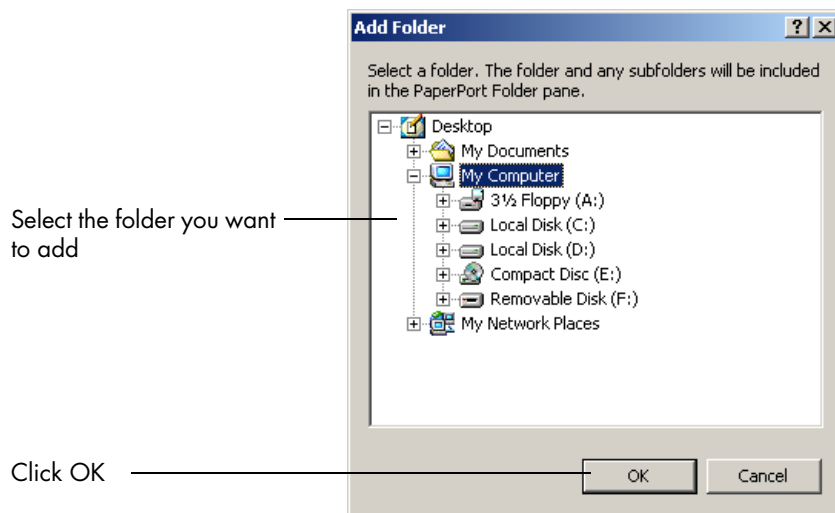


Figure 14. The Add Folders Dialog Box

Refer to the PaperPort Help for more information about adding and using PaperPort folders.

Importing files

You can use the Import file feature to bring an image file, such as those in the BMP, JPEG, and TFF format, created in another program to the Desktop. The image file you import becomes a PaperPort image item (.max) file on the Desktop.

To import an image file to PaperPort, select the **Import** command from the **File** menu and display the Import As PaperPort Image Item dialog box (Figure 15).

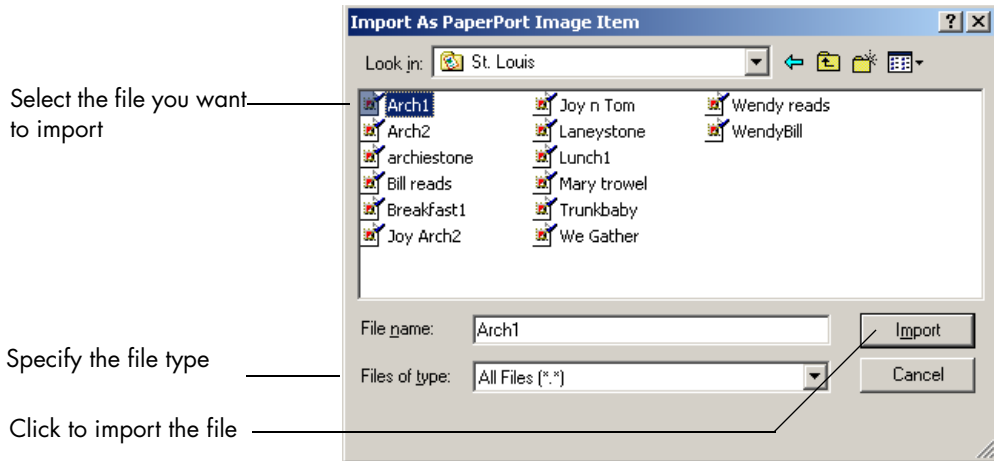


Figure 15. The Import As PaperPort Image Item Dialog Box



Filing Items

Once you have acquired PaperPort folders and the items within them, you can:

- ◆ Copy, move, rearrange, and rename folders to better group and organize your items.
- ◆ Color-code your folders to help identify or classify your folders.
- ◆ Drag and drop items from the Desktop to any folder, as well as drag and drop folders to other folders.
- ◆ Specify Search criteria to help you find your items later.

Working with PaperPort folders

Using the PaperPort Folders dialog box, you can move and rename PaperPort folders that you have added to the Folders pane.

In the Folders pane, right-click any folder and select **PaperPort Folders** to display the PaperPort Folders dialog box, where you can select the folder you want to move or rename (Figure 16).

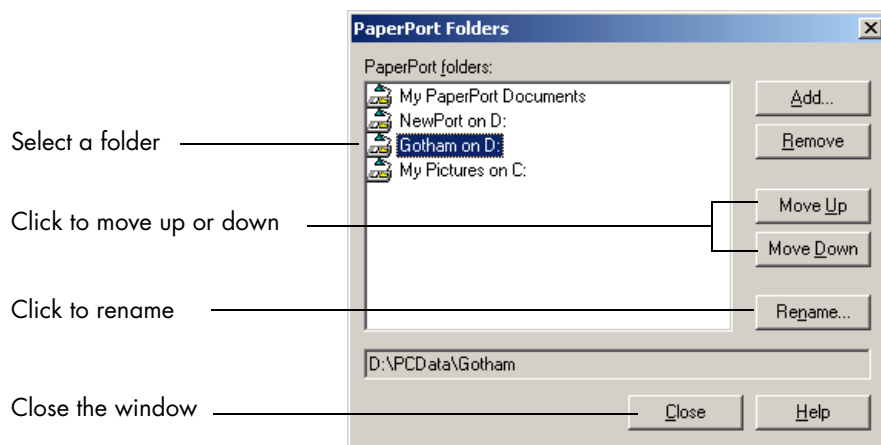


Figure 16. The PaperPort Folders Dialog Box

Use the **Move Up** and **Move Down** buttons to move the selected folder one position at a time. Use the **Rename** button to activate the edit box and type a new folder name.

Note **My PaperPort Documents** is always the first PaperPort folder in the Folders pane and cannot be rearranged.

When you rename a PaperPort folder, you change only the PaperPort name for the folder. The Windows name for the PaperPort folder remains the same.

Working with subfolders

Using drag and drop, you can copy or move subfolders and their content to other subfolders or PaperPort folders.

To **copy** a subfolder, select the subfolder you want to copy in the Folders pane. Then, hold down the **Ctrl** key as you drag and drop the subfolder to the new location. The original subfolder and its content remains in the original location.

To **move** subfolders to other subfolders or to other PaperPort folders, simply click the subfolder and drag it to a new location in the Folders pane. However, subfolders within a folder are always listed in alphabetical order.

To rename a subfolder, click on the folder name and edit it. When you rename a subfolder, you also change the Windows name for that folder.

Color-coding folders

Although the default folder color is Manila yellow, you can change the color of any existing folder to one that helps you organize your items. Color-coding is useful when you want to find items quickly by importance, based on your own personal color preferences.

In the Folders pane, select the folder or subfolder whose color you want to change. Then, right-click to select the **Properties** command from the shortcut menu and display the **Folder Properties** dialog box (Figure 17).

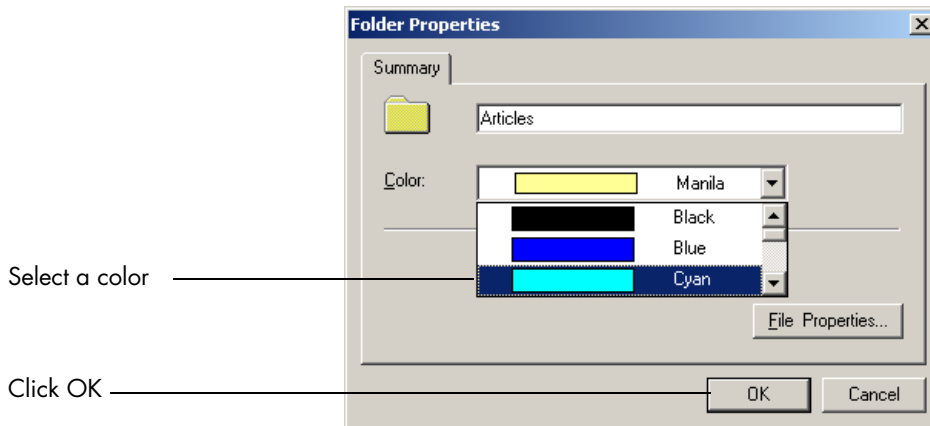


Figure 17. The Folder Properties Dialog Box

Working with items

The key to organizing items in PaperPort is filing items in appropriate folders. You can drag and drop items from one folder to another or from the Desktop into any folder you want.

To **move** an item to a folder, select the item you want to move on the Desktop, and then drag and drop the item onto the folder in the Folders pane.

To **copy** items from one folder to another folder or to the Desktop, select the item you want to copy on the Desktop. Hold down the **Ctrl** key as you drag and drop the item to the folder you want. The original item remains in the original location.

The name of each item appears above the thumbnail when you display the thumbnail view. In a multi-page item, the name appears above the individual page names.

The more descriptive the name, the easier it is for you to quickly locate the item.

To rename an item on the Desktop, select the item. Click the name to display an edit box around the name. Enter the new name. Click outside of the name area or press Enter.

Adding search criteria to items

You can assign item properties to PaperPort image items (.max files), and then use the properties as search criteria to find items in PaperPort.

On the Desktop, select the item, right-click, and select **Properties** to display the Item Properties dialog box.

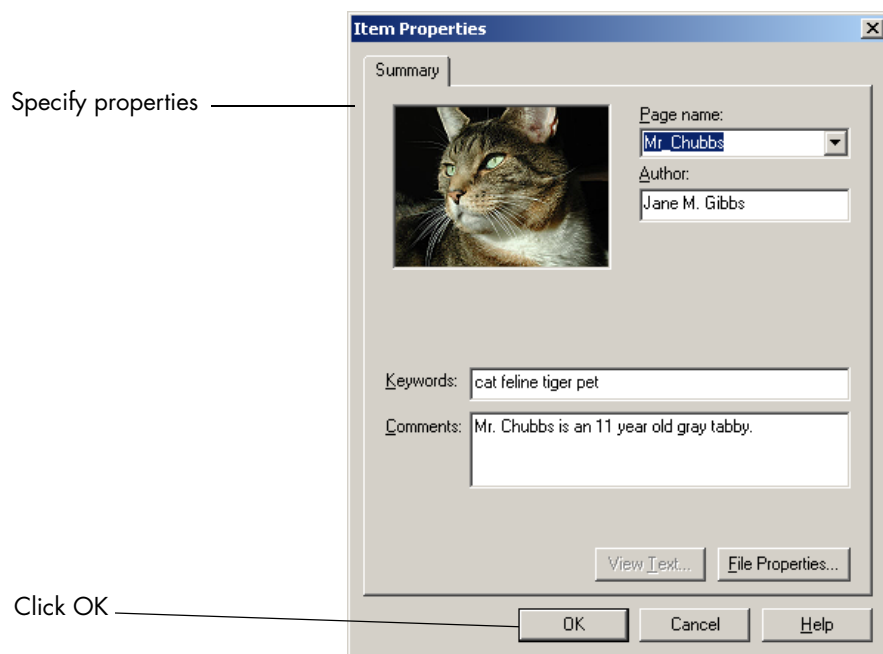


Figure 18. Item Properties Dialog Box

Specify the search criteria as follows:

- ◆ **Page Name** — The name of the item, generated when the item was first created. You can edit the name in the Summary tab whenever necessary.
- ◆ **Author** — The name of the individual who created the item or who is responsible for its content.
- ◆ **Keywords** — Any words that you want to assign to the item for search and retrieval purposes. Use a comma or a space to separate multiple keywords.
- ◆ **Comments** — Any comment text that you want to assign to the item. You can copy text from any file or document and insert it into this field.



Finding Items

PaperPort provides different features to help you find your PaperPort items. For example, you can quickly find an item by visually browsing through thumbnails on your Desktop, as described on page 18.

When you have many folders and items, PaperPort provides more powerful capabilities with **SimpleSearch**.

SimpleSearch is one of PaperPort's most powerful features. It provides many options for specifying where and what to look for when finding an item, including indexed text content. The information you want to find is referred to as search criteria.

You can look for items either by:

- ◆ Item properties
- ◆ Text content

Finding items by their properties

When you search by item properties, you can specify criteria of an item name, the author, added comments or keywords, text in annotations, or the URL of a captured web page. This is the same information you can enter for an item as discussed in “Adding search criteria to items” on page 29.

Finding words in an item

To search for words within an item, you need to add the item to the SimpleSearch index and check **Use Index for searching**. When you search using the index, you can find items by their properties, or content, or both.

Adding items to the SimpleSearch index

The SimpleSearch index uses PaperPort's OCR software to extract and copy textual content from your items, and creates a database of the words or phrases in those items, much like the index of a book.

Item properties, such as name and author, are also added to the index.

Although creating an index is time consuming, searching for items in the index may be much faster than searching file by file.

Using PaperPort **Options** available from the **Tools** menu, you can specify whether you want SimpleSearch to run automatically each time you add a new item or modify an existing item. You can also set how long PaperPort should wait before starting the update process.

If you prefer, you can manually update the SimpleSearch index for all items, a single item, or all items in one or more folders. It is good practice to update the SimpleSearch index on a regular basis to shorten the length of time required to complete the process.

- ◆ To add a single item, on the Desktop, right-click the item and click **Add to SimpleSearch**.
- ◆ To add all items in a folder, in the Folders pane, right-click the folder and click **Add to SimpleSearch**.
- ◆ To add all PaperPort image items during a search, select **Use index** for searching, and then click **Update Now**.

Using the Search Pane

Use the Search pane to enter search criteria and select options for finding your PaperPort items.

On the **Command** bar, click the **Search** button to display the Search pane and specify your search criteria as shown in Figure 19. Then, click **Search** to start the search.

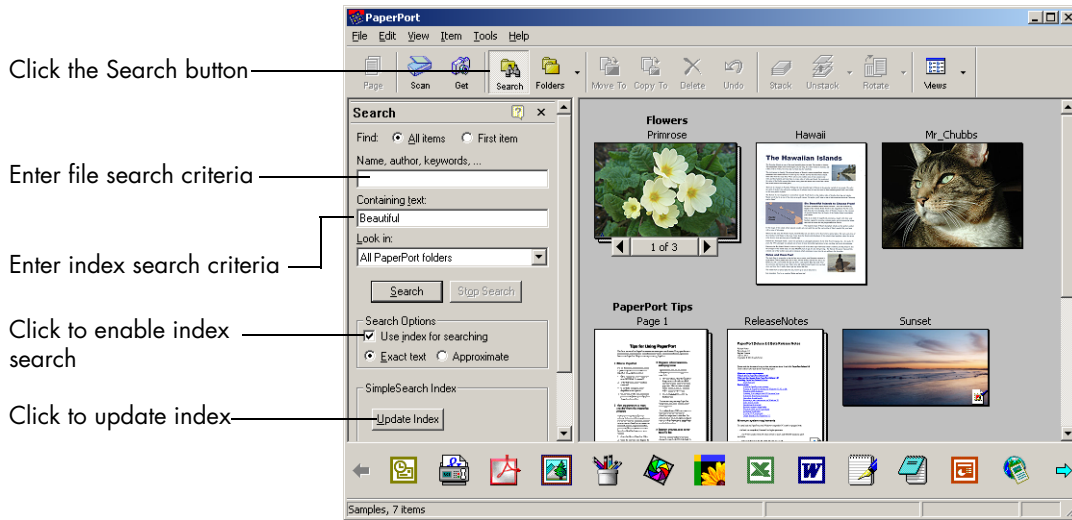


Figure 19. The Search Pane

A file search is based on item properties only. You enter the item properties in the **Name, author, keyword** box.

An index search references PaperPort's SimpleSearch index to find item properties or actual text contained within an item. You enter the item properties in the **Name, author, keyword** box and the text content in the **Containing text** box.

SimpleSearch returns a list of all the items that match the criteria you specify.

If you select **First item**, PaperPort finds the first item that matches the search criteria and automatically selects it on the Desktop. To find the next item, press F3, or on the **Tools** menu, click **Find Next**.

If you select **All items**, PaperPort displays the Search Results pane in the Desktop and lists all the found items (Figure 20).

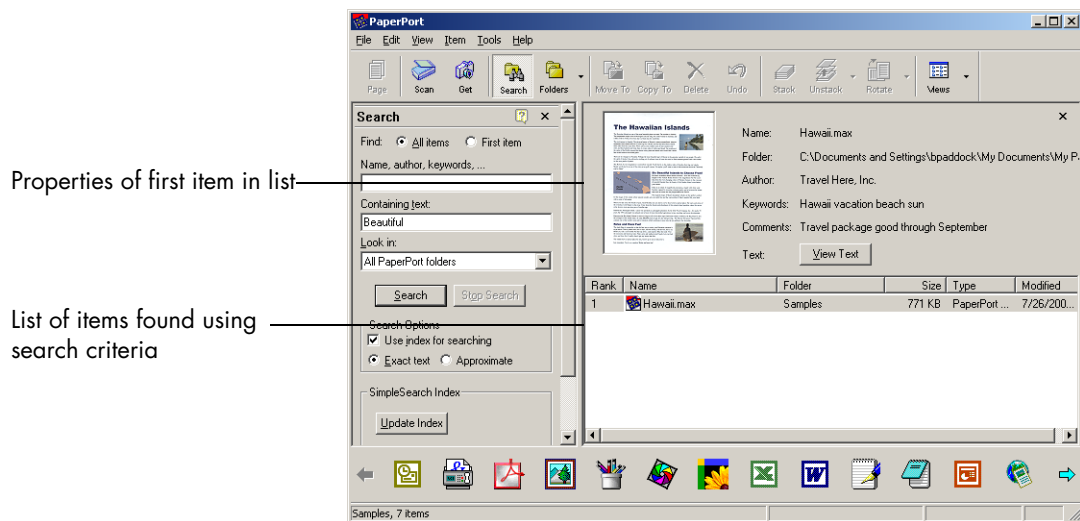


Figure 20. Search Results

- ◆ Double-click a listed item to select it on the Desktop.
- ◆ Right-click a listed item to display a shortcut menu, where you can select **Open in Folder**, **View**, or **Properties** for that item.
- ◆ Click **View Text** to see the words found in the text of the item.



Viewing Pages

Using the **Page View** window, PaperPort enables you to display a full-size view of a page or image item, where you can adjust and edit the quality of images, as well as add comments, notes, and annotations.

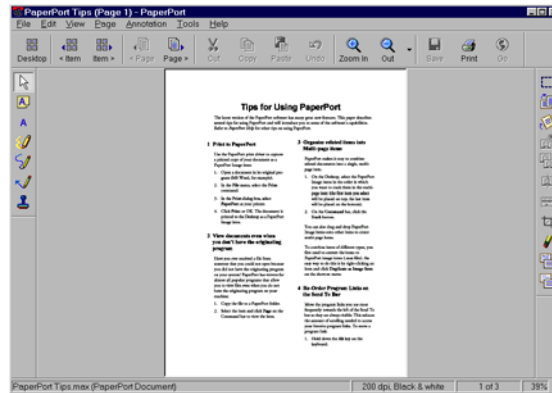
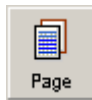


Figure 21. The Page View Window



Select the item on the **Command** bar and click the **Page** button. You can also double-click the PaperPort item.

Note Click the Desktop button to toggle back to the Desktop at any time.



You can zoom in to display the details of a page or zoom out to make the page smaller on the screen.

To zoom a page, click the **Zoom In** or **Zoom Out** button on the **Command** bar.



Other commands are available when you click the arrow next to the Zoom Out button: **Best Fit**, **Fit Width**, **Fit Height**, or **Actual Size**.

You can open an item in a separate **PageViewer** program by holding down the **Ctrl** key and double-clicking the item.

PaperPort also offers the **PaperPort MiniViewer**, which enables you to share PaperPort items with others who do not have PaperPort on their computer. The PaperPort MiniViewer is available as a free download program from the ScanSoft web site. The MiniViewer allows others to view and print PaperPort image items (.max files) that you send to them via e-mail.

Annotating Pages

Using PaperPort's annotation tools, you can add notes and text, highlight text, draw lines and arrows, or stamp a picture onto a PaperPort image item.

You can select an annotation tool from the **Annotation toolbar** whenever you display a PaperPort image item in the Page View window.

The annotation tools include:



- ◆ **Select Annotation.** Selects, moves, or resizes annotations on the page.
- ◆ **Note.** Adds a resizable note much like a sticky note that you write on and then stick on paper documents.
- ◆ **Text.** Adds a line of text with a transparent background.
- ◆ **Highlighter.** Highlights any part of the page.
- ◆ **Scribble.** Draws freehand lines or marks on the page.
- ◆ **Arrow or Line.** Draws straight lines, with or without arrowheads, on a page.
- ◆ **Stamp.** Pastes a graphic on the page, much like using a rubber stamp.

All annotation tools work similarly. For example, to add a note, display the PaperPort image item in the Page View window (Figure 22), and then click the **Note** button on the Annotation toolbar.

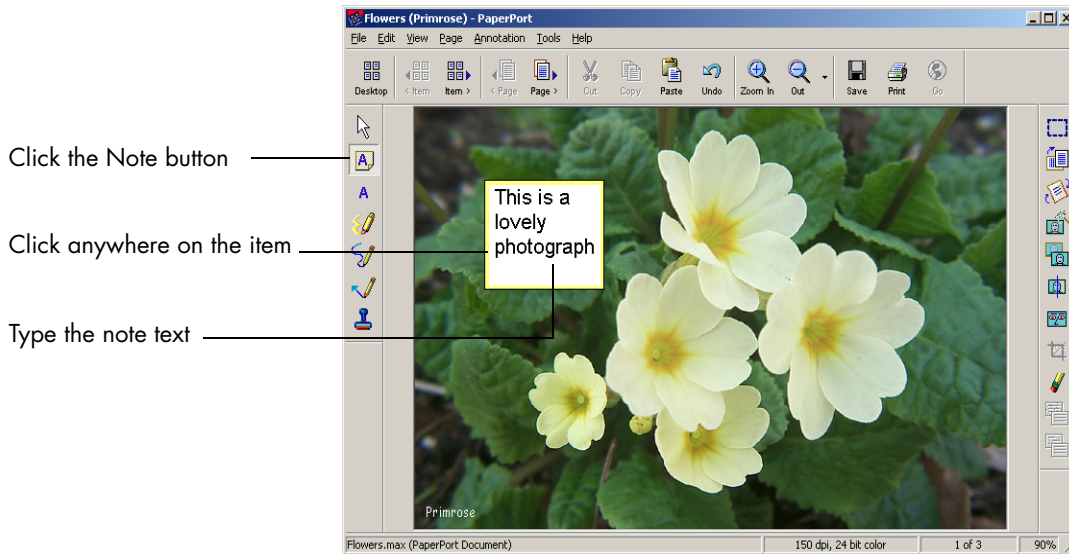


Figure 22. Adding a Note

Turn off the Note tool when you are done. You can click one of the other annotation tools, such as the **Select Annotation** button, or an image editing tool.

Tip All notes have a shortcut menu you can use to perform a variety of commands, such as Cut, Copy, and Collapse. Simply right-click the note to display the shortcut menu.

Touching Up Images

When you display an image item in the Page View window, PaperPort provides several tools you can use to adjust or improve your image.

For example, you can straighten a scanned page, lighten an underexposed photograph that is too dark, adjust the color in a color picture, remove “dirt spots” from a page, or sharpen fuzzy pictures. In addition, you can rotate an item, remove stray dots, enhance lines, remove red eye, and crop part of an image.



Located on the **Image Editing** toolbar, the image editing tools are:

- ◆ **Select Image.** Selects part of an image.
- ◆ **Rotate.** Rotates the item 90 degrees to the right.
- ◆ **Straighten.** Aligns the page to a straight line.
- ◆ **Auto Enhance.** Automatically improves the quality of the image and lets you make additional enhancements.
- ◆ **Enhance Image.** Displays a dialog box in which you can adjust the brightness and contrast, color, or tint of an image.
- ◆ **Sharpen.** Displays a dialog box in which you can adjust the sharpness of a picture or blur it.
- ◆ **Remove Red Eye.** Removes the red-eye effect that occurs when photographing people or animals in low light or with a flash. This tool works only with color images.
- ◆ **Crop.** Leaves the selected area and deletes the rest of the image from the page.
- ◆ **Erase.** Erases the area of the image that you draw over with the pointer.
- ◆ **Remove Stray Dots.** Removes stray dots or “speckles” from a page. This tool works only with black-and-white images, such as text documents.
- ◆ **Enhance Lines.** Darkens lines and connects broken lines in a table or form to appear darker and straighter. This tool works only with black-and-white images, such as scanned forms and text documents.

Cropping an image

To save or work with part of a page or image, you can crop the portion you do not want to keep (Figure 23).

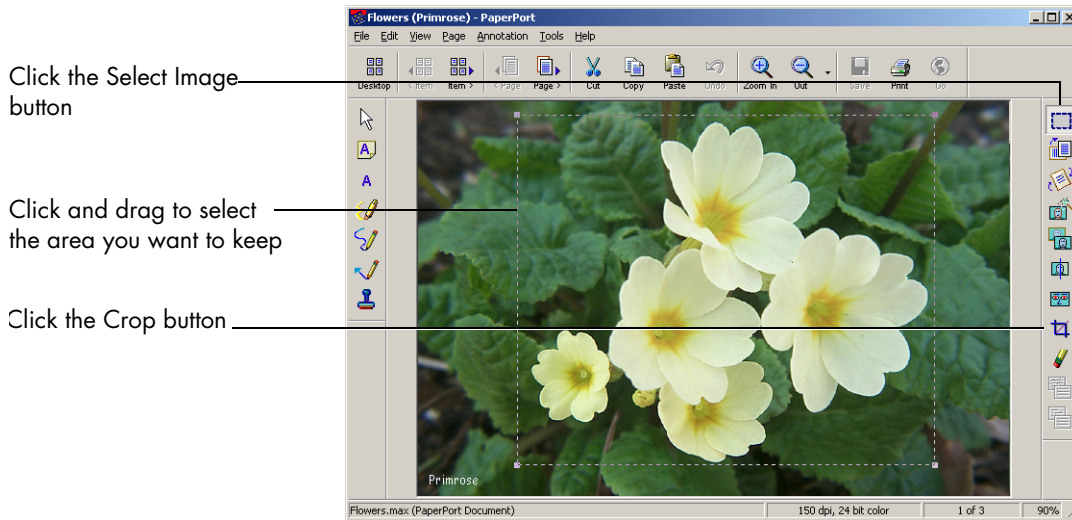


Figure 23. *Cropping an Image*

Enhancing an image

The Auto Enhance feature enables you to quickly adjust the brightness and contrast, color, and tint of an image. PaperPort will analyze the image and try to correct whatever is wrong with the image.

Click the **Auto Enhance** button and, in the Auto Enhance dialog box, click **Yes** or **No** (Figure 24).

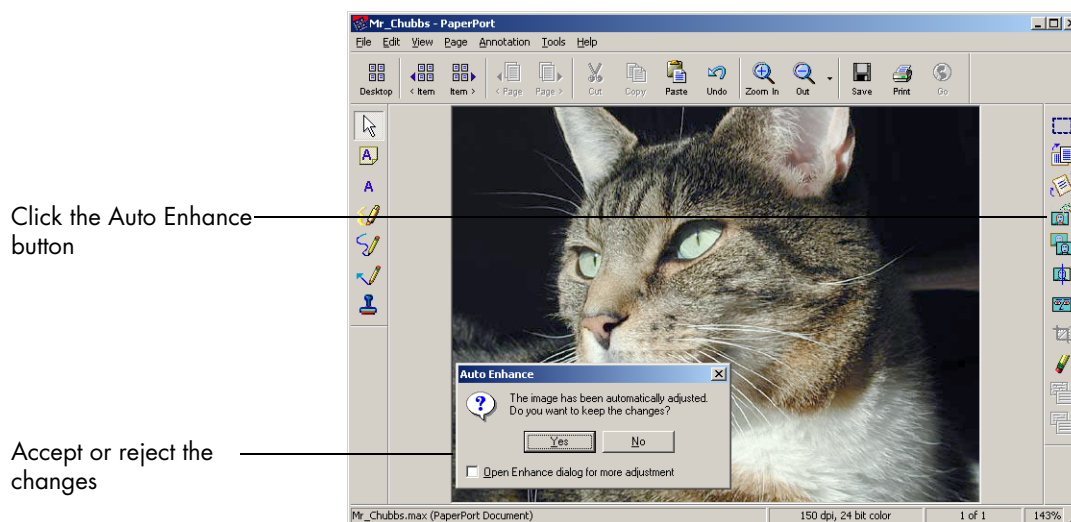


Figure 24. Enhancing an image

Before you accept or cancel the automatic enhancement, you can manually adjust your image. In the Auto Enhance dialog box, select **Open Enhance** dialog box for more adjustment. Then, manually adjust the brightness and contrast, color, and tint.

Sending Items to Another Program

Using one of PaperPort's most important features, you can quickly send an item to another program without leaving PaperPort.

PaperPort supports a wide variety of programs including word processing, spreadsheet, fax, Internet e-mail, graphics, optical character recognition (OCR), and online services programs.

Icons in the **Send To** bar identify the programs to which you can send your PaperPort items (Figure 25). These programs are often referred to as linked programs. The program link on the Send To bar does any necessary conversion and may provide options for sending the item.



Figure 25. The Send To Bar

To send a PaperPort item to another program, select the item on the Desktop, and then drag and drop the item onto the program icon on the Send To bar (Figure 26).

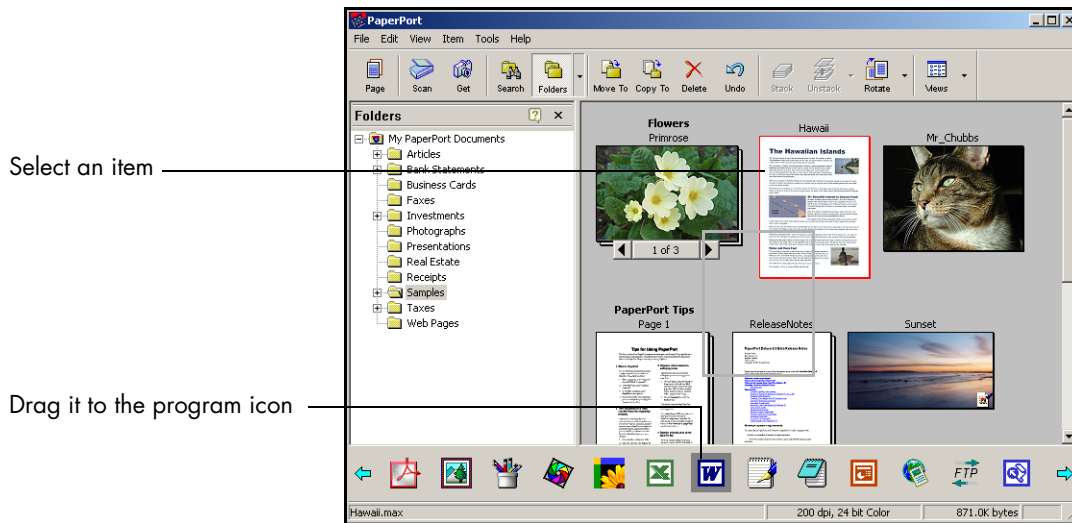


Figure 26. Using the Send To Bar

The linked program opens, and you can use it as usual.

Adjusting Send To options

You can tune Send To options to specify how you want to use a certain program on the Send To bar. For example, you can specify the file format in which PaperPort will save an item.

On the Send To bar, right-click the icon for the program you want to tune, and then on the shortcut menu, click **Options**.

PaperPort displays the Send To Options dialog box for that program (Figure 27).

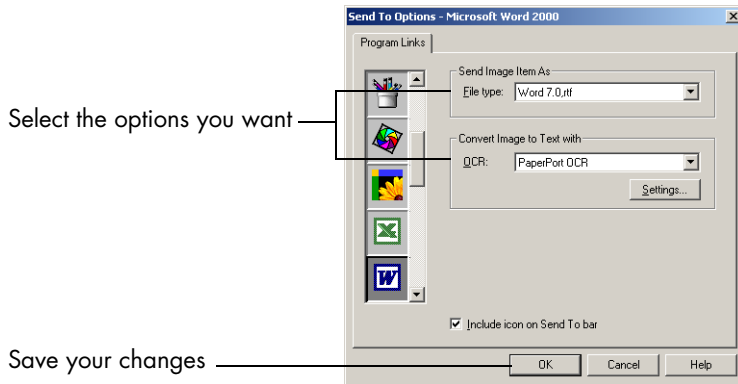


Figure 27. The Send To Options Dialog Box

Customizing the Send To bar

You can change the way program icons appear on the Send To bar in a number of ways. Specifically, you can:

- ◆ **Add a program.** If you have a program on your computer that is not shown on the Send To bar, you can add it to the Send To bar by using the Add to Send To Bar wizard.
- ◆ **Remove a program icon.** You can also remove seldom-used program icons from the Send To bar, and then include removed programs later if needed. In addition, you can delete program icons that you have added to the Send To bar.
- ◆ **Rearrange program icons.** If you do not like the arrangement of the program icons on the Send To bar, you can move them to new positions.

Refer to the PaperPort Help for detailed information.

Sending Items as E-mail Attachments

PaperPort works with many popular e-mail programs.

To e-mail an item, simply drag and drop the item to your e-mail program on the Send To bar. The e-mail program starts, and PaperPort attaches the item to the new e-mail message (Figure 28).

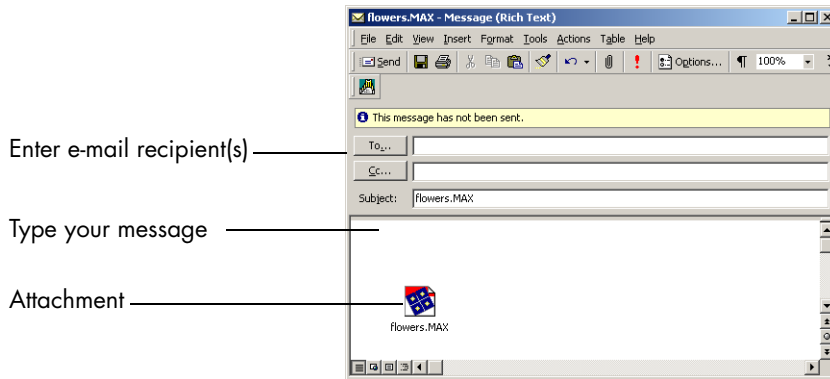


Figure 28. An E-mail Message with Attachment

The e-mail recipient receives the message and can open the attachment to view the item you sent.

Viewing e-mail attachments

Windows does not provide a viewer for a PaperPort image item (.max file). When you send a PaperPort image item (.max file) as an e-mail attachment:

- ◆ A recipient who has PaperPort on their computer can view the item you send.
- ◆ A recipient without PaperPort can download the free **PaperPort MiniViewer** from the ScanSoft web site. Once the recipient downloads and installs the MiniViewer, the recipient can view all .max file attachments.

For recipients without PaperPort or the PaperPort MiniViewer, you can convert PaperPort image items (.max files) to a common image format, such as JPEG, BMP, or TIFF.

PaperPort also provides two special formats that make it easy for a recipient to view PaperPort image items:

- ◆ **PaperPort Browser-Viewable (.htm)** format lets the recipient view the PaperPort image item in their Internet web browser. The first time the recipient opens a Browser-Viewable attachment, the recipient is prompted to confirm the automatic download of the PaperPort image viewer plug-in. The plug-in enables the user to view the PaperPort Browser-Viewable items in their web browser.
- ◆ **PaperPort Self-Viewing (.exe)** format includes the PaperPort MiniViewer and the PaperPort image item as a single file. The recipient does not need to download the MiniViewer from the ScanSoft web site.

For more guidelines on sending PaperPort image items, see the PaperPort Help.

Converting Images to Text

You can convert scanned documents to text by a simple drag-and-drop of the thumbnail to your word processor program. PaperPort automatically processes your scanned document using PaperPort's OCR software, launches your word processing program, and loads the scanned text into a document ready for editing.

In the Page View window, PaperPort also allows you to copy text from part of an image item for use in a text editing, word processing, or spreadsheet program (Figure 29).

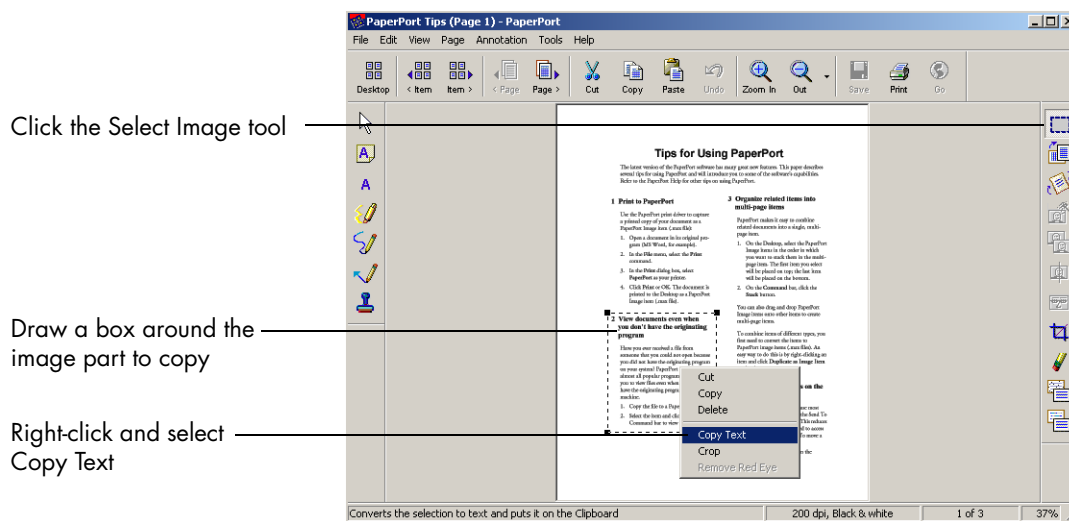


Figure 29. Copying Part of an Image to Text

The OCR software processes the text and copies it to the Windows Clipboard. Open the program in which you want to insert the text, and use Paste to paste the text in a file.



Filling Out Scanned Forms

FormTyper is a PaperPort program that enables you to fill in forms, such as insurance forms, registration cards, and medical forms, that you scan to the Desktop.

You simply drag a form from the Desktop to the FormTyper program on the Send To bar. FormTyper automatically analyzes the form, recognizes the blank areas in which data can be entered, and creates blank fields for the data. So that you can easily see where to enter data, FormTyper underlines each field in color (Figure 30).

The screenshot shows the ScanSoft FormTyper application window titled "ScanSoft FormTyper - Copy of w42001". The window contains a form titled "W-4 Employee's Withholding Allowance Certificate" from the Department of the Treasury, Internal Revenue Service. The form is for the year 2001. The user has entered "John G. Public" as the name and "1" as the social security number. The form is filled out with various fields and checkboxes, including marital status, exemptions, and employer information. The form is displayed with blue underlines indicating the fields that have been filled out.

Figure 30. The PaperPort FormTyper Window

You can quickly reposition fields, insert new fields, and remove fields as necessary.

After you enter data and complete the form, save the form to the Desktop so that you can print or e-mail the form in its entirety with its completed data.



Creating Web Pages

PaperPort's **Web Publisher** program enables you to create an HTML file that contains one or more PaperPort image items.

Simply drag and drop items to the Web Publisher icon on the Send To bar and follow the on-screen steps to create an HTML file ready for viewing as a web page in a web browser (Figure 31).

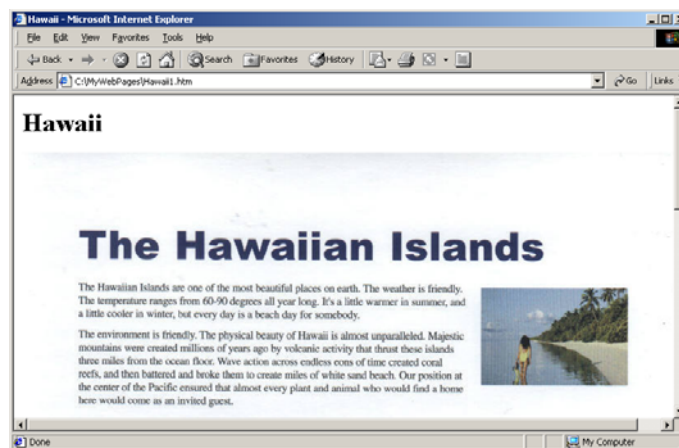


Figure 31. A Web Page Created by Web Publisher

Using Web Publisher, you can:

- ◆ Create HTML files in which your PaperPort image items are converted to JPEG files or to text.
- ◆ Insert your items as thumbnail links, text links, or embed them directly in the web page.
- ◆ Insert the HTML files you create into an existing web page.
- ◆ View your completed HTML files in a web browser or in an HTML editing program.
- ◆ Copy your HTML files to a web server using the FTP option, if you have an existing web site.

Before dragging an item to the Web Publisher icon, you can adjust the Web Publisher Send To options.



Using ScanDirect

ScanDirect is a PaperPort program that enables you to scan items and send them directly to PaperPort or other programs on your computer without first running PaperPort.

ScanDirect runs as a separate program from the Windows **Start Menu** and displays the ScanDirect bar (Figure 32).



Figure 32. The ScanDirect Bar

Using ScanDirect, you can scan an item and immediately send the item to either:

- ◆ A program on the ScanDirect Send To bar — Icons on the ScanDirect bar represent the programs that are linked to PaperPort and to ScanDirect. To scan and then send an item to a certain program, click the program icon, and then scan the item. ScanDirect will automatically start that program when the scan is complete.
- ◆ The Desktop — To scan and then work with the item in PaperPort, click the PaperPort icon, and then scan the item. When the scan is complete, PaperPort starts and displays the item in PaperPort. You can then use all of PaperPort's features on the item.

Refer to the PaperPort Help for more information about using ScanDirect.

Chapter 4



Sample Sessions

The previous chapters introduced you to PaperPort and some of its many capabilities. This chapter shows you some real-life examples of using PaperPort.

The chapter presents the following topics:

- ◆ Scan and Save Documents
- ◆ Get and Touch Up Photos
- ◆ Send Items as E-mail Attachments
- ◆ Find Items

Scan and Save Documents

This section teaches you how to acquire items using your scanner and is presented as follows:

- ◆ Scan and Save Session 1 — Scan a Magazine Article
- ◆ Scan and Save Session 2 — Capture Text from a Book

Scan and Save Session 1 — Scan a Magazine Article

In this session you will learn how to:

- ◆ Create a new folder
- ◆ Scan a magazine article
- ◆ Highlight text and add a note to your scanned page
- ◆ Save and file your document

Have you ever highlighted or added notes to a magazine article that you thought important? And have you ever then lost the magazine or forgotten the issue in which you saw it? PaperPort makes it easy to scan articles and documents, highlight passages, add notes, and file the information for easy retrieval.

▼ **Create a new folder**

1. On the Desktop, make sure the Folders pane is displayed. Click **Folders** on the **Command** bar if it is not visible.
2. Right-click on the folder in which you want to create a subfolder and click **New Folder**. The **New Folder** dialog box appears.

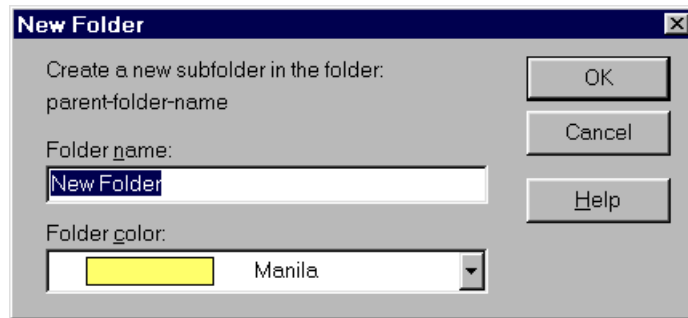


Figure 33. The New Folder Dialog Box

3. Enter a name in the **Folder name** field.
4. The **Folder color** defaults to a color of **Manila**. Change it to **Blue** so it will stand out from the rest of the folders.
5. Click OK. PaperPort creates the folder and it appears in the Folders pane.
6. Click on the new folder to open it.

▼ **Scan a magazine article**



1. Check that your scanner is connected to your PC and is in working order.
2. On the Desktop, click the **Scan** button on the **Command** bar. The Scan pane replaces the Folders pane.
3. Select your scanner from the **Scanner** drop-down list.

4. Select the type of item you are scanning. In this case it is a **Document**. Documents are scanned to PaperPort in the PaperPort image item (.max) format by default. You can change the default file format by clicking on **Settings**.

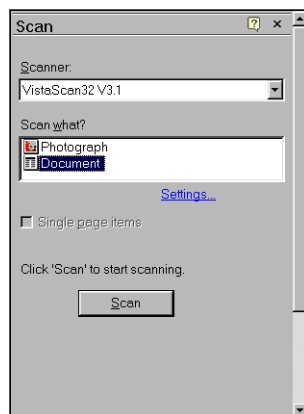


Figure 34. The Scan Pane

5. Click the **Scan** button to start the scanner software.
For most magazine articles, **300 dpi black and white** produces good results. If your article includes pictures, you may want to scan at **200 dpi grayscale** or **color**.
6. Close your scanner software.

Note If your scanner does not use a TWAIN or WIA device driver, use the program that came with your scanner to get your items into PaperPort. Refer to the PaperPort Help for more information.

Your article appears as a thumbnail on your Desktop as shown in Figure 35.

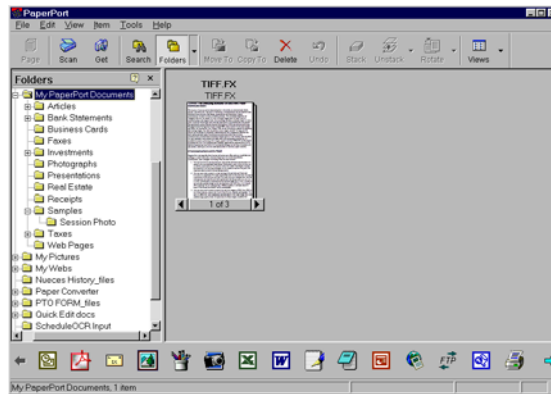


Figure 35. The Desktop with Thumbnail

▼ Highlight text and add a note to your scanned page

1. Double-click the thumbnail to open it in the **Page View** window. If the text in the sample is a little small, use the **Zoom** tool to enlarge the view until you can read the text.



Tip The **Fit Width** command makes most documents readable. Figure 36 shows you how your document will look when you enlarge it.

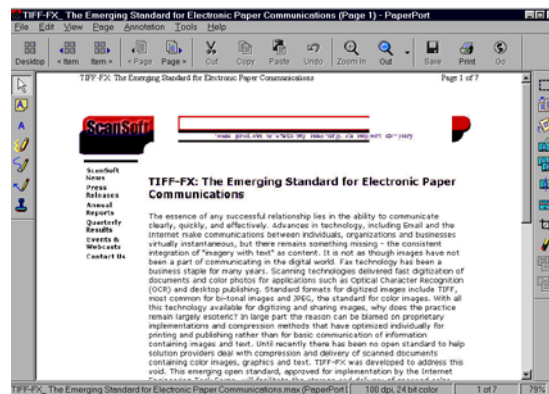


Figure 36. The Scanned Page



2. Click the **Highlighter** tool to highlight some of the text in the article.
3. Position the Highlighter cursor on the target text and drag it to highlight.
4. Click the **Note** tool to add a yellow sticky-type note.
5. Click once on the page where you want the note to appear and move your cursor into the note box where you can type. The size of the box expands as you type.
6. Turn off the Note tool when you are done. You can click one of the other annotation tools, such as the **Select Annotation** button, or an image editing tool to turn off the note tool.

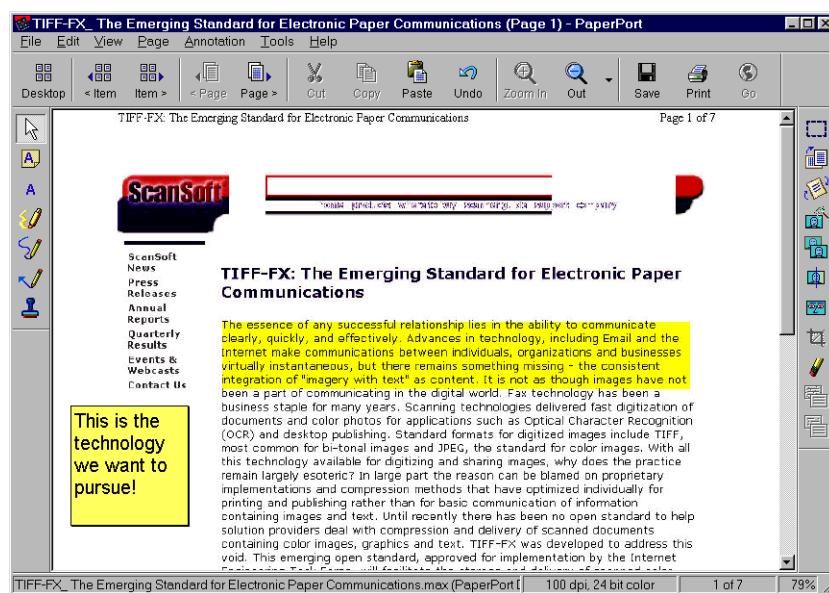


Figure 37. Annotated Text

7. Click the **Desktop** button to return to the Desktop. You are asked if you want to save the changes.
8. Click **Yes**.

▼ Add summary information

PaperPort makes it easy for you to keep track of and find items later with summary information you can add to your items.

1. Right-click on the item and choose **Properties**. The **Item Properties** dialog box appears.

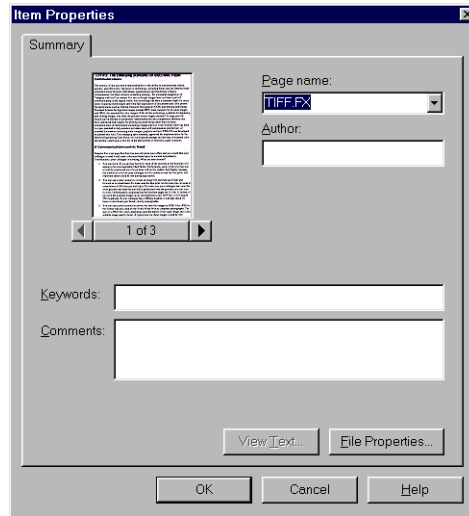


Figure 38. The Item Properties Dialog Box

2. Enter **Author**, **Keywords**, and **Comments** information in the fields provided to help you locate the item at later dates.

Note You can only add Author, Keywords, and Comment information to PaperPort image item (.max) files.

▼ Save and file your document

Your modified document is saved in the current folder by the previous step. You may want to file it in another folder to better organize your documents. Let's file this document in the **Samples\Photos** folder.

1. Click the **Folders** button to open the Folders pane.
2. Click the plus sign to expand the **Samples** folder.

3. Drag the thumbnail of your document to the **Samples\Photos** subfolder.

Scan and Save Session 2 — Capture Text from a Book

In this session you will learn how to:

- ◆ Scan in a page from a book
- ◆ Crop the page to get just the text you want
- ◆ Send the text to your word processor

▼ Scan in a page from a book

1. Click the **Scan** button to open the **Scan** pane.
2. Place the book on your scanner.
3. Scan your document. (Refer to *Scan a magazine article* section on page 48.) A new thumbnail appears on the Desktop.

▼ Crop the page to get just the text you want

1. Select the item and click the **Page View** button to view the pages. Notice that the sample in Figure 39 shows facing pages. The target text in this session is the first two paragraphs of the left-hand page.

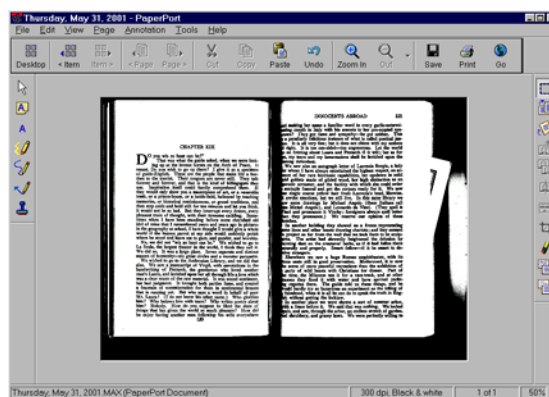


Figure 39. Scanned Pages From a Book

2. Click the **Select Image** tool, move the cursor to the text you want, and drag to select it.



3. Click the **Crop** tool to remove all but the selected text.



4. Click the **Desktop** button to return to the Desktop.

▼ Send the text to your word processor

PaperPort can automatically convert the image text to actual text you can edit in your word processor.

1. Drag the item on the Desktop to your word processor icon on the **Send To** bar.

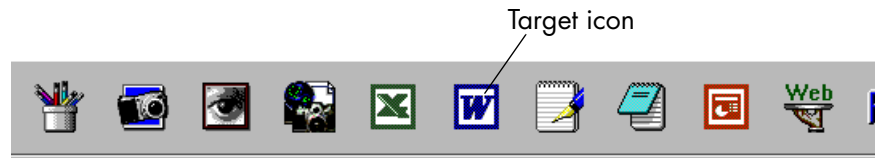


Figure 40. Target icon on the Send To Bar

The PaperPort OCR program converts the image to actual text and opens it in your word processor. You are done at this point, but it is a good idea to check the copied text. The example shown in Figure 39 used a very old book with yellowed pages, which is not always the best source for an extremely accurate OCR process.

Get and Touch Up Photos

In this session you will learn how to download photographs from a digital camera. You will also learn how to touch up the image using the Image Editing tools.

If you do not have a digital camera, you can still use this session to learn how to adjust pictures with the Image Editing tools by using any of the pictures included with PaperPort. The photograph of the dory in this session is included as a JPEG image in the **My PaperPort Documents\Samples\Photos** folder.

Get and Touch Up Photos Session

In this session you will learn how to:

- ◆ Download pictures from the camera

- ◆ Touch up the image

▼ Download pictures from the camera

1. Attach your camera to your computer and turn the camera on.
2. Open the folder in which you wish to store the pictures.
3. On the Desktop, click the **Get Photos** button on the **Command** bar. The **Get Photos** pane replaces the **Folders** pane.
4. Select your camera's driver in the **Camera** drop-down list.



Note If your camera does not use a TWAIN or WIA device driver, use the photo download program that came with your camera to get your photos into PaperPort, or drag and drop the photos from digital storage media. Refer to the PaperPort Help for more information.

5. PaperPort downloads photos in JPEG format by default. If you want to convert to a different format or change the default name your camera will give each photo, click **Settings**.
6. Click **Download** to start your camera's software.
7. Follow the instructions in your camera's software dialog boxes. In general, the camera's download software gives you a chance to pick which pictures on the camera to download. Thumbnails of the images you select appear on the Desktop when the download is complete.

▼ Touch up the image

Note The following steps use HunkyDory.jpg included in the **My PaperPort Documents\Samples\Photos** folder.

1. In the **Folders** pane, click the **Samples\Photos** folder.
2. Select the HunkyDory.jpg image and click **Page** on the **Command** bar. The image opens in the **Page View** window.

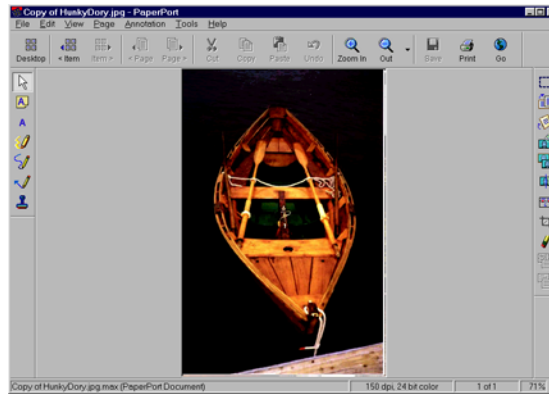


Figure 41. *Untouched Photo*

The picture looks too dark and slightly out of focus. Let's use the image editing tools to touch up the photo.



3. Click the **Auto Enhance** tool. PaperPort automatically adjusts brightness, color, and tint. You are asked to accept the changes.

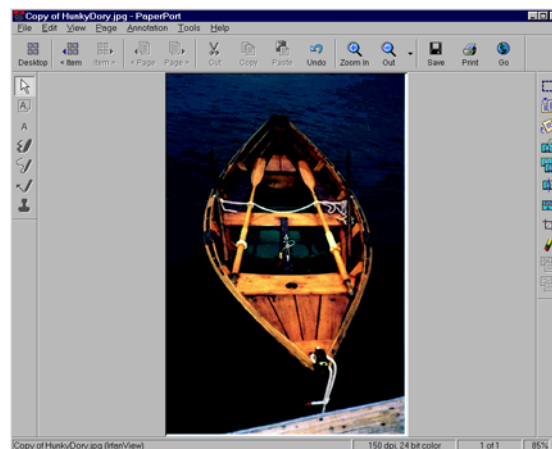


Figure 42. *Enhanced Image*



Tip Click the **Enhance Image** tool if you want to make more adjustments yourself.

The picture looks a lot better now, but the bow is still out of focus.



4. Click the **Sharpen Image** tool. A slider appears in the upper left corner of the window.
5. Use the slider to sharpen the image. Click OK when you are done.

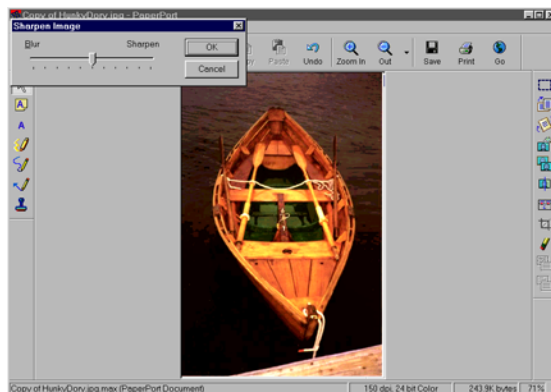


Figure 43. *Sharpening the Focus*

Now let's crop out the portion of the dock at the bottom of the picture.



6. Use the **Select Image** tool to select the area you want to keep.
7. Click **Crop** to keep the selected portion.

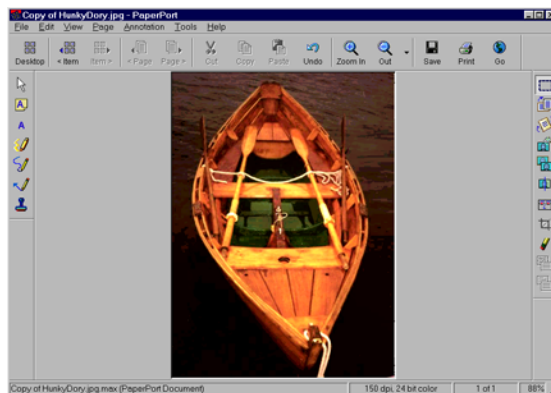


Figure 44. *The Cropped Photo*

8. Click the **Desktop** button to return to the Desktop.

Send Items as E-mail Attachments

By now you have acquired a couple of text items and several photographs. The following sessions teach you how easy it is to share these items with your friends and family by sending your items as e-mail attachments.

In these sessions you will learn to

- ◆ Send a photo
- ◆ Send a document

Send Session 1 - Send a photo

1. On the Desktop, open the folder containing the image you want to mail.
2. Select and drag the image to the icon for your e-mail program in the **Send To** bar.

PaperPort opens the program, creates a new message and attaches the enhanced image. All you have to do now is address the message, add a note, and send it off!

Send Session 2 - Send a document

Sending articles, even one you have annotated, is just as easy as sending a photograph. However, you should think about who you are going to send it to and if they will be able to view your PaperPort image item (.max). Just in case someone on your list does not have either PaperPort or PaperPort's MiniViewer (which allows them to view .max files), you can send it as a PaperPort Browser-Viewable (*.htm) file which they will be able to view with their default web browser.

The easiest way to send the item in a format other than the MAX format is to have PaperPort automatically attach it in a different format. You do this with the Send To options.

▼ Set the Send To options

1. On the Desktop, right-click the e-mail icon on the **Send To** bar and choose **Options** in the shortcut menu. The **Send To Options** dialog box appears.

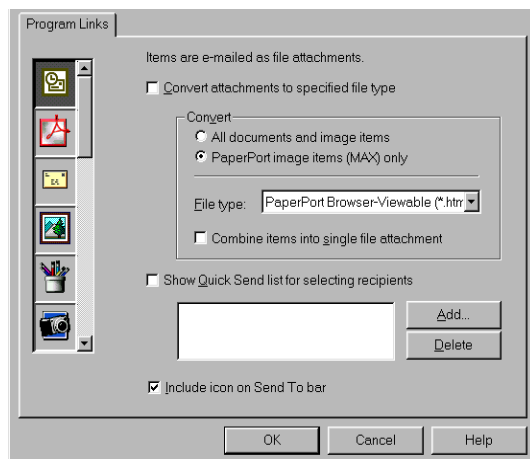


Figure 45. The Send To Options Dialog Box

2. In the **Comment** box, click **PaperPort image items (MAX) only**.
3. In the **File type** window, select PaperPort Browser-Viewable (.htm) and then OK.

▼ Send the item

1. On the Desktop, click the item's thumbnail and drag it to your e-mail icon on the **Send To** bar. A new message opens with the item already attached.
2. Address your message, add whatever text you want, and then send it off!

The person who receives your mail will be asked to download a plug-in for the PaperPort MiniViewer when they open your mail, which they must do before they can view your item. The download takes very little time.

Find Items

PaperPort thumbnails make it easy to search for items on the Desktop. However, if you have a large number of items and do not remember where you placed a certain item, you can use **SimpleSearch**.

SimpleSearch works in two different ways to help you locate information:

- ◆ **File search** - Searches the file attributes for your search criteria.
- ◆ **Index search** - Searches the file attributes and any text within an item for your search criteria. An index search requires you to build and periodically update the SimpleSearch index.

In these sessions you will learn to:

- ◆ Perform a file search
- ◆ Update the SimpleSearch Index
- ◆ Perform an index search

Find Items Session 1 — File Search

You know that somewhere, in one of your folders, is a reference to “hunkydory”.

▼ Perform a file search



1. On the Desktop, click the **Search** button. The **Search** pane replaces the **Folders** pane.

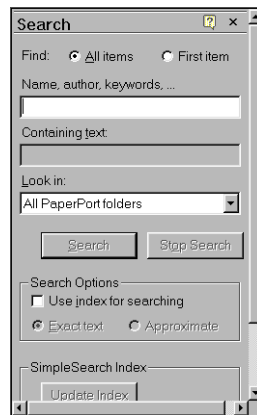


Figure 46. The Search Pane

2. Enter “HunkyDory” in the **Name, author, or keywords** field.
3. Check the **Look in** box to make sure that **All PaperPort folders** is selected.
4. Check that the **Use index for searching** box is not checked.

5. Click **Search**. The results are displayed in the **Search Results** pane. Figure 47 shows the results.

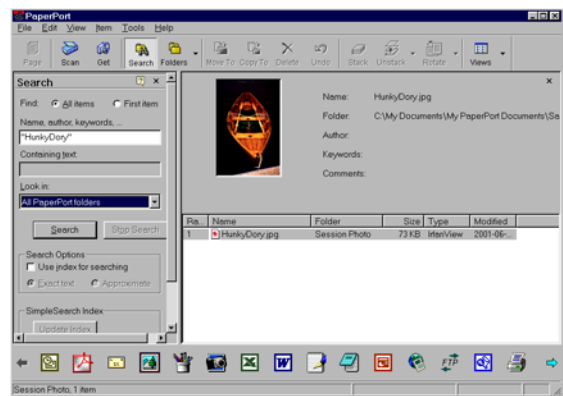


Figure 47. The Search Results Pane

6. Double-click the first item in the lower part of the Search Results pane to open the image.

Find Items Session 2 - Update the SimpleSearch index

Sometimes you cannot remember an item's name, but do remember words within the document. Index Search lets you find items by specifying words in the document, as well as the name of the document and other properties.

Before you can perform an Index Search you must add your items to the SimpleSearch index. The PaperPort OCR program converts the items to text and builds an index of words.

Initially you need to build the index and update it periodically. You can update the index yourself or let PaperPort do it for you whenever your program is idle. See the PaperPort Help for more information.

Note SimpleSearch can extract text from PaperPort image items (.max) and electronic file types only.

▼ Add items to the SimpleSearch index

You can add items to the SimpleSearch index on a folder-by-folder basis. Use these steps to add the items in the **My PaperPort Documents\Samples** folder to your index.

1. In the **Folders** pane, open the **My PaperPort Documents** folder if it is not expanded.
2. Right-click the **Samples** folder and select **Add to SimpleSearch**. A progress dialog box appears to show you the progress of the indexing.

You can now search for indexed items.

▼ Update the SimpleSearch index

You can also index all items in all PaperPort folders at once. However, if you have a lot of documents in any of these folders (like your **My PaperPort Documents** folder, for example), this could take a long time.

1. On the Desktop, click the **Search** button. The **Search** pane replaces the **Folders** pane.
2. In **Search Options**, select the **Use Index for Searching** check box.
3. Click **Update Index**. The time it takes to complete depends on how many items you have and how long it has been since your last update.

Find Items Session 3 - Perform an Index Search

Now that you have built or updated your SimpleSearch index, let's try to find an article about whales.

1. On the Desktop, click the **Search** button. The **Search** pane replaces the **Folders** pane.
2. In **Search Options**, select the **Use Index for Searching** check box.

3. In the **Containing text** box, enter *humpback whales* and then click **Search**. The search results are displayed in the **Search Results** pane.

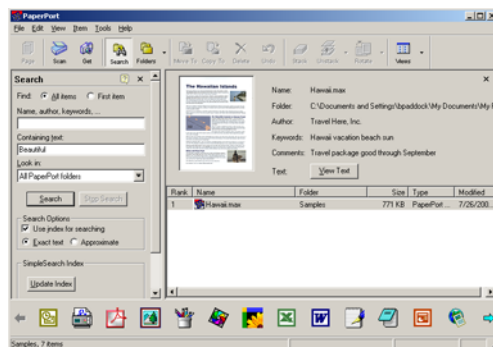


Figure 48. Successful Search Results

4. Double-click the thumbnail, or, if multiple items were found, one of the entries listed. The selected item appears on the Desktop.

Chapter 5



Other Programs to Use with PaperPort

The previous chapters introduced you to the most popular PaperPort features. This chapter introduces you to two additional Scansoft products that can also help you manage and use scanned documents and digital forms.

The chapter is organized as follows:

- ◆ **OmniPage®** — Move up to the most powerful and accurate OCR program on the market.
- ◆ **OmniForm®** — OmniForm is the easiest way to create digital forms and collect data.

OmniPage

If you find yourself using PaperPort to perform large amounts of **Optical Character Recognition (OCR)**, consider OmniPage Pro 11, the best-selling OCR software in the world. OmniPage 11 has the following features:

- ◆ **Unmatched accuracy** — OmniPage 11 has an accuracy rate of over 99% for most documents and contains a feature, the **Despeckle Module**, that can take degraded documents like faxes and recognize them with unbelievable accuracy.
- ◆ **IntelliTrain Proofer** — Takes note of the changes you make while proofing and automatically applies them to the rest of your document.
- ◆ **Deskew Process** — Straightens crooked pages automatically.

- ◆ **Powerful format retention** — Retains every aspect of your original document including columns, tables, type styles, color text and backgrounds. This format retention feature even applies to spreadsheets and other tables.
- ◆ **PDF Conversion** — Converts PDF files into your favorite program.
- ◆ **PDF Output** — Converts documents to PDF files for archiving and sharing.

Visit the ScanSoft web site at www.scansoft.com/products/omnipage/pro/ to learn more about OmniPage.

OmniForm

The days of creating and distributing paper forms - and then re-keying the data into a database - are over! OmniForm significantly reduces the time and expense associated with creating forms and collecting form data. It streamlines the process of designing, editing, managing, and distributing forms, and makes it simple for companies to collect data from employees, vendors, customers, and prospects.

OmniForm also simplifies the process of filling in forms - automatically filling in data that has been provided previously, thereby eliminating time and keystrokes.

OmniForm enables you to:

- ◆ Automatically convert paper forms into digital forms easily and accurately.
- ◆ Create forms from scratch using pre-designed templates.
- ◆ Post your forms to the web, via e-OmniForm, for worldwide data collection - with the click of a button.
- ◆ Streamline the process of filling in forms by automatically entering information that the user has provided on previous forms.
- ◆ Create intelligent PDF forms that you can distribute to anyone via e-mail.
- ◆ Instantly add attachments, such as receipts, to your digital forms.
- ◆ Add digital signatures to forms - making them legally binding.

Visit the ScanSoft web site at <http://www.scansoft.com/products/omniform/> to learn more about OmniForm.



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